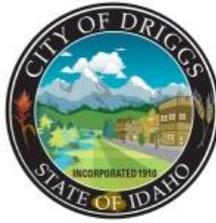


City of Driggs, Idaho
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Planning and Zoning Application & Checklist

SIGN PERMIT

Refer to the City [Sign Code §8-2](#) for sign standards and exemptions, the Driggs [Outdoor Lighting Ordinance](#) for illumination standards, and [Title 9 Appendix A: Commercial Design Standards](#) for sign design standards

NAME OF BUSINESS/ORG: _____

APPLICANTS NAME: _____

PHONE: _____ EMAIL: _____

MAILING ADDRESS: _____

LOCATION OF PROPOSED SIGN: _____

OWNER OF BUILDING/PROPERTY: _____ ZONE: _____

INDICATE THE NUMBER OF & SQUARE FOOTAGE OF THE PROPOSED SIGN(S):

____ WALL SIGN _____

Dimensions and area of the exterior face of building where sign is to be located:

____ PROJECTING/CANOPY SIGN _____

____ FREESTANDING SIGN _____

____ PORTABLE/SANDWICH BOARD (cannot exceed 3' x 4') _____

____ PENNANT _____

____ OTHER _____

FEE: \$ _____ (\$1.60 per square foot of sign area) plus any additional cost incurred must accompany this completed application. If the sign is 2-sided, count 1 face.

Describe the color and material the sign is made of:

Please note that if the sign is located within the Driggs Design Review Overlay, it must meet the sign design standards as set by Appendix A of the Driggs Zoning Ordinance.

Describe how the sign will be mounted or the materials used for the support structure:_____

Will there be lighting for the sign? No Yes If yes, describe the type and include the lumens:
Internally lit signs may not exceed 300 lumens/sqft. Signs may not be illuminated between the hours of 11PM or the time of closing of the related business, whichever is later, and 30 minutes prior to the time of re-opening.

ATTACH THE FOLLOWING ITEMS

_____ **Sign Copy:** A scaled drawing of the sign including dimensions of all sign faces; descriptions and colors of material to be used for sign faces and support structures, including all posts and hardware. Drawing must be in color.

_____ **Site Plan:** Drawn to scale which specifies the location of the building and sign(s) in relationship to streets, buildings and property lines, recorded easements, and proposed new sign structure, as well as the size, dimensions and location of all existing signs. The site plan must **specify** the sign location and height. N/A *Not applicable for wall mounted signs.*

_____ **Building Elevation:** A scaled drawing which specifies the location and height of the proposed new sign, as well as the location and size of any other signs on the building relating to this business. N/A *Not applicable for non-wall mounted signs.*

_____ **Lighting:** A detailed sign lighting plan which clearly indicates the location, type and wattage of all sign lighting fixtures. N/A

_____ **Multi-tenant Sign Plan:** Tenants of buildings with multiple occupants, must include a copy of the approved overall sign plan and indicate how their proposed sign(s) fit(s) into the approved plan. N/A

In order to expedite the permit process the above criteria needs to be complete. Failure to do so could result in a delayed approval and/or the application being returned until complete.

Applicant Signature:_____ Date:_____

OFFICE USE ONLY

FEE:\$_____ Receipt #: _____ Date Received:_____